

Transfer of Select Agents: Completing Form EA-101

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What is Form EA-101?

- Form EA-101 must be completed by the requestor and verified by the transferor prior to the **transfer** of any select agent
- Form EA-101 must be completed and faxed to CDC after **destruction or exhaustion** of supply of an agent

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What information is required to complete Form EA-101?

- 1. Select agent description
 - * Genus/species:
 - * Toxin:
 - * Recombinant organism/molecules:
 - * Use: research__, diagnostics__
Production__, other__

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**What information is
required to complete Form
EA-101?**

➤ **2. Requestor (receiver) information**

- * Facility registration number:
- * Requestor's name, signature,
phone/fax
- * Responsible facility official's
Name, signature and phone/fax

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**What information is
required to complete Form
EA-101?**

➤ **3. Transferor (sender) information**

- * Facility registration number
- * Transferor's name, signature,
phone/fax
- * Responsible facility official's name,
signature, phone/fax

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**What information is
required to complete Form
EA-101?**

➤ **4. Shipping information**

- * Amount per primary receptacle
- * Number of primary receptacles per
outer package
- * Number of outer packages
- * Date agent shipped
- * Date agent received

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What Information Is Required to Complete Form EA-101?

- 5. Select agent supply depleted or destroyed

Date:

Also complete select agent description and requestor information

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What is the sequence for completing Form EA-101? Who? What? When?

- Requestor-RFO

- 1. Completes agent description
- 2. Completes requestor information
- 3. Faxes form EA-101 and registration certificate to transferor

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What is the sequence for completing Form EA-101?

- Transferor-RFO:

- 4. Verifies registration information
- 5. Completes transferor information
- 6. Completes shipping information
- 7. Oversees packaging and shipment agent to requestor

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What is the sequence for completing Form EA-101?

- **Requestor-RFO:**

- 8. Receives agent.
- 9. Transmits notification of receipt within 36 hours, and provides paper copy within 3 days.

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What is the sequence for completing Form EA-101?

- **Transferor-RFO**

- 10. Enters date agent received in block 4
- 11. Faxes completed form EA-101 to CDC within 24 hours

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What is the sequence for completing Form EA-101?

- **Requestor-RFO**
- **Transferor-RFO**

- 12. Retains paper record for 5 years
- 12. Retains paper record for 5 years

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How is Form EA-101 Verified?

- **Transferor's RFO determines if:**
 - Requesting facility registration is valid.
 - Requestor is an employee of the facility.
 - Proposed use of the agent by requester is correct.
- **By contacting:**
 - Requestor's RFO.
 - Registering entity (CDC).

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How is Form EA-101 completed before transferring an agent to a CLIA laboratory?

- **Transferor** completes form EA-101
(Transferor must be registered with CDC)
- Uses requestor's CLIA certification number
And certificate
- Notes receipt of agent on form EA-101
- Faxes form EA-101 to CDC

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How is Form EA-101 completed when an agent is being transferred from a CLIA laboratory?

- **Requestor** completes form EA-101
- Enter requestor's CLIA certification number
- Notes receipt of agent on form EA-101
- Faxes form EA-101 to CDC

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Do intrafacility transfers require completion of Form EA-101

- Form EA-101 is not required provided that:
 - Intended use of agent remains consistent
 - Records of each intrafacility transfer are maintained and include:
 - * Name and location of recipient
 - * Amount of agent transferred
 - * Date transferred

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How does the Transferor Package the Agent?

- **Agent is packaged in accordance with :**
 - * US DOT regulations
49 CFR parts 171-180
 - * IATA dangerous goods regulations
 - * US PHS regulations
42 CFR part 72

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